

Policy: 2445-1- Specification Guidelines

Section: Specification Guidelines

Office/Department: Engineering Services

Reports To: Chief Engineer

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PART 1–GENERAL INFORMATION

To assist in preparation of the Plans and Specifications, an electronic PDF version of the 2021 Standard Specifications and any revisions that have been made since the 2021 Standard Specifications are available on "The Source".

The Office of Construction Bidding Administration will only use Supplemental Specifications and Special Provisions provided by the Office of Engineering Services.

The Office of Construction Bidding Administration will generate the PDF files from "Word" files provided by Engineering Services and will update "The Source" when the approved specification is received.

PART 2–DEFINITIONS

Standard Specification – A Specification published in the current GDOT Standard Specifications–Construction of Transportation Systems (2021).

Supplemental Specification – A change or addition to the Standard Specifications and is approved for use on all Projects.

Special Provision – Additions or revisions to the Supplemental Specifications, and is applicable to all Projects.

Project Specific Special Provisions – Additions or revisions to the Standard Specifications, Supplemental Specifications, or Special Provisions, applicable to a specific Project. A Project Specific Special Provision can be identified by the PI Number and County in the title block. This includes Special Provision 150.

Specification Team–The Specification Team consists of members from the following offices:

Engineering Services (Specification Engineer/Team Leader)

Materials and Testing

Construction

Traffic Operations

Maintenance

Utilities

Bridge Design

Design Policy and Support

Legal Services

Roadway Design

Federal Highway Administration

PART 3–PROCEDURE FOR REQUESTING A SPECIFICATION CHANGE

1. Identify need for Specification Change.
2. The person who identifies the need for the change shall draft the revision. Contact the Specification Engineer for information on making the change, e.g. language requirements, format requirements, specification office owner, etc.
3. Submit the proposed change to the Specification Team Member from the office that owns the specification. That Specification Team Member will forward acceptable requests to the Engineering Services – Specifications email address: engsvcssspecs@dot.ga.gov. [A review version (that shows the original specification with the deleted text "lined through" and the added text highlighted) and a contract version are required.]
4. If the Specification Team determines that additional changes are needed, the specification will be returned to the specification owner with the Specification Team's comments for further changes. If the Specification Team determines that the submitted document is satisfactory as submitted (or minor changes are made by the Specification Team), the specification change will continue to be processed.
5. The Office of Legal Services, Construction Claims will coordinate the Georgia Highway Contractors Association (GHCA) review process for specifications owned by Legal Services (Sections 100 to 109). Engineering Services will coordinate all other specifications. When the change is approved, the Office of Engineering Services will forward the specification to the Office of Construction Bidding Administration for use on future projects and to be included in "The Source".
6. When enough revisions to the specifications have occurred, the Office of Construction Bidding Administration will publish a book of the current Supplemental Specifications. This book will be dated the year it is published. Supplemental Specifications and Special Provisions approved after a Supplemental Specification Book is published will be added to the contract proposals by the Office of Construction Bidding Administration.

PART 4–INFORMATION LOCATION

The Specification Engineer (Engineering Services) will maintain the Specifications. The following will be available:

- A "Word" version of the Standard Specifications as published in the Standard Specifications Book.
- A "Word" version of all approved Supplemental Specifications separated into two categories. (Published in a current Supplemental Specification Book and awaiting publication).
- A "Word" version of all approved Special Provisions.

The Office of Construction Bidding Administration will maintain a "Word" version of many Project Specific Special Provisions that have been submitted electronically and used in projects let with the 2021 Specifications. **In order to maintain this information, an electronic version (WORD) of all Project Specific Special Provisions shall be submitted to The Office of Construction Bidding Administration with the final plans.** These files can be used for reference and modified for use on other projects. Note that these Project Specific Special Provisions may have been acceptable for use on a project because of plan details and notes that provided additional information. The project manager must not use these documents without verifying that they are specifically edited for the project.

PART 5–INSTRUCTIONS FOR SPECIFICATIONS WRITING

Do not use the Justify alignment.

Use black font color.

Use full date format (i.e., January 1, 2018).

Use only one space following a period.

Do not use the spacebar for tabs or indentations. Use the tab key and the tab alignment ruler buttons. Set default tab stops at 0.5 inches.

For Project Specific Special Provisions, edit the appropriate subsections of the existing source document. In the past, where most of the change would go under one subsection, the imperative mood document may require that the same information be placed in several subsections.

Text to be presented in tabular form is to be put in boxed table format as shown below and according to the font type and sizes shown. All titles and table sub-headings should be centered. Text should also be centered where appropriate to ensure neatness and readability.

Table 1 – Specification Font Formats

Item	Font Formats			
	Type	Size	Style	Alignment
Headings				
Date	Times New Roman	10 pt	Regular	Right
Department of Transportation	Times New Roman	18 pt	Bold	Center
State of Georgia	Times New Roman	18 pt	Bold	Center
Standard Specification, Supplemental Specification, or Special Provision	Times New Roman	18 pt	Bold	Center
Section title, i.e. "Section 105 - Control of Work"	ITC Avant Garde	18 pt	Bold	Center
Action language, i.e. "Delete the following Section", if applicable	HelveticaNeueLT Com 55 Roman	12 pt	Italic	Left
Header (Section title)	Arial	11 pt	Bold	Left
Footer (page number)	Arial	10 pt	Regular	Center
Specification Parts				
1 st Level Headings (441.1 General Description)	ITC Avant Garde	14 pt	Bold	Left
2 nd Level Headings (441.1.02 Related References)	ITC Avant Garde	12 pt	Bold	Left
3 rd Level Headings (A. Standard Specifications)	ITC Avant Garde	10.5 pt	Bold	Left
Specification body text	HelveticaNeueLT Com 55 Roman	9.5 pt	Regular	Left
Tables				
Sub-Headings	HelveticaNeueLT Com 55 Roman	9.5 pt	Bold	Left
Table Text	HelveticaNeueLT Com 55 Roman	9 pt	Regular	Left

Specification template –

When using graphics with the specification, use **Insert - Picture - From File**. Do not hyperlink the graphics to the file. Hyperlinks will not work when the specification is converted to .PDF format for the Web.

References:

[Form 2445-1a – Specification Template](#)

History:

bullet 5 under #3 revised: 11/02/22;

added to TOPPS: 08/2/02

Reviewed: 11/2/2022